

**Administrative Coordinator, Redwood City, CA (full-time, direct hire, onsite 4 days per week/remote 1 day per week). \$70,000 - \$115,000 per year DOE (see details below)**

The Administrative Coordinator will provide direct administrative support to executive officers and provide indirect coverage for other members of the team.

**Primary Responsibilities:**

- Schedule internal and external meetings and conference calls, coordinate conference room, catering, etc.
- Anticipate full range of needs for client visits and coordinate internally as appropriate
- Provide phone coverage for members of the team as needed
- Answer, screen and route high volume of time sensitive phone calls; communicate accurate and detailed messages
- Coordinate external domestic / international travel arrangements, including flight, hotel and ground transportation in line with the firm's expense policies
- Process travel & entertainment reports and reimbursements
- Serve as key liaison for the team with internal groups and support areas across the firm
- Maintain, organize and review calendar entries for all managers. Resolve or escalate calendar conflicts as needed
- Help coordinate ad hoc projects (e.g. client events)

**Experience & Skills Qualifications:**

- Executive / support experience and / related experience within the financial services industry highly preferred.
- Bachelor's degree preferred.
- Proficiency in Microsoft Office (e.g. Excel, Word, PowerPoint, and Outlook)
- Ability to perform in fast paced environment
- High level of attention to detail
- Ability to effectively work with senior level individuals throughout the firm
- Excellent organizational skills; detail oriented
- Strong time management skills; ability to prioritize multiple tasks efficiently

- Resourceful and able to handle multiple and changing priorities
- Proactive in following up on details, anticipating issues, and closing loops on all requests
- Must have excellent phone manner and a strong customer service focus in a time sensitive environment
- Ability to exercise discretion when managing confidential information
- Must be teamwork oriented and be able to work independently with minimal guidance

#### Compensation Details

The salary range for this role is \$70,000-\$115,000. This is the lowest to highest salary we in good faith believe we would pay for this role at the time of this posting. We may ultimately pay more or less than the posted range, and the range may be modified in the future. This range is only applicable for jobs to be performed in the job posting location. An employee's pay position within the salary range will be based on several factors including, but limited to, relevant education, qualifications, certifications, experience, skills, seniority, geographic location, business sector, performance, shift, travel requirements, sales or revenue-based metrics, market benchmarking data, any collective bargaining agreements, and business or organizational needs. This job is also eligible for a discretionary bonus, which, along with base salary and retirement contributions, is part of our total comprehensive package. We offer a comprehensive package of benefits including paid time off, medical/dental/vision insurance, 401(k), life insurance and other benefits to eligible employees.